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TECHNICAL UNIVERSITY OF MOMBASA

A Centre of Excellence

CORPORATE SOCIAL INVESTMENT POLICY



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CORPORATE SOCIAL INVESTMENT POLICY

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PREFACE

The Mwongozo Code of Governance for State Corporations states that the operations of an organisation should be guided by ethical practices that seek to promote good citizenship. This requires a commitment by organisations to operate ethically and behave responsibly through investing in Society.

Corporate Social Investment is one of the parameters of good governance that actually promotes the notion that no man is an island. There is a duty by all organisations to ensure that they give back to the society as they take from it. This requires Institutions to prioritise creation of a corporate strategy that is measurable and ethical. Development of the same will result in improving the University's brand and aiding in its marketability.

The Council remains committed to realising the University's strategic goal of enhancing its social investment in efforts to adhere to good corporate governance and in compliance with both international and national standards. On behalf of the Council, I wish to thank all those who participated in making the Policy.



Dr. Robert Arunga


Chairman of Council

FOREWORD

Good corporate citizenship has gained momentum globally as a form of best practice in relation to good governance. The requirement that organisations should ensure that ethical leadership extends to social investment supports good governance in organisations. This not only builds a better society but improves the image and reputation of the organisation as a whole.

The Corporate Social Investment Policy documents the University's initiative in the promotion of good corporate citizenship. It puts in place strategies on how the University will give back to the Society and further documents the commitment of the Institution to plan for the same. This will guarantee the University's obligation to respect and promote a sustainable environment.

The Policy has been prepared as an initiative of the Administration, Finance and Planning Division.



Prof. Laila U. Abubakar

Vice Chancellor

ACKNOWLEDGEMENT

The publication of the Corporate Social Investment Policy was made possible by the collective efforts of Staff to whom we are indebted. It is my pleasure, therefore, to acknowledge the following persons for investing their time and skills in the development of this Policy:

- | | | |
|------------------------|---|-------------|
| 1. Dr. Michael Saulo | - | Chairperson |
| 2. Dr. Jane Kyalo | - | Member |
| 3. Mr. David Mwakidimi | - | Member |
| 4. Mr. Justin Ombui | - | Member |
| 5. Mr. Charles Majani | - | Member |
| 6. Ms. Serah Okumu | - | Member |
| 7. Ms. Jaytee Kivihya | - | Secretary |



Prof. Joseph Rasowo

Deputy Vice-Chancellor (AFP)

DEFINITIONS

“**Council**” refers to the Board of Technical University of Mombasa.

“**Corporate Social Investment**” refers to and includes but is not limited to: -

- a) Projects or programs relating to activities specified in this Policy or
- b) Projects or programs relating to activities undertaken by the Council or University Management in pursuance of recommendations of the CCC Committee in accordance with the CSI Policy and existing statutory requirements.

“**CCC**” refers to the Corporate Communications Committee established by the Technical University of Mombasa Statutes charged with oversight of matters to do with CSI.

“**Staff**” refers to employees of Technical University of Mombasa.

“**Stakeholder**” refers to anyone who has an interest in Technical University of Mombasa.

“**University**” refers to Technical University of Mombasa.

ABBREVIATIONS AND ACRONYMS

CCC	Corporate Communications Committee
CSI	Corporate Social Investment
HOD	Head of Department
TUM	Technical University of Mombasa
VC	Vice Chancellor

EXECUTIVE SUMMARY

This Policy provides the general guidelines on how the University will promote good citizenship through Corporate Social Investment (CSI). The Policy identifies the areas the University will focus on when undertaking CSI and further the modes of engagement and investment that will be committed in relation to the same. The Policy also specifies the Office holders' responsible for implementation and oversight as well as a timeframe for its review to ensure that it remains relevant and up to date.

1.0 INTRODUCTION

Technical University of Mombasa (TUM) was established by the Universities Act No. 42 of 2012 and Technical University of Mombasa Charter, 2013 to offer technological, professional and scientific education, research and training, while ensuring quality, accessibility, and equity in the discharge of its mandate.

The purpose of this Policy is to outline the principles and practices that the University will embrace in its endeavour to ensure that it adheres to the provisions of good citizenship. In implementing the Policy, the University will ensure that it adheres to both national and international standards by putting in place measures that will consist of continuous review and adoption of best practice and standards that will aid in the achievement of its Mission and Vision.

1.1 Citation

This Policy shall be cited as the **Technical University of Mombasa Corporate Social Investment Policy**.

1.2 Vision

A Technical University of Global Excellence in Advancing Knowledge, Science and Technology.

1.3 Mission

To advance knowledge and its practical application through teaching, research and innovation to serve both industry and the community.

1.4 Core Values

The Council, Senate, Management, Staff and Students of TUM will endeavour to institutionalize and inculcate values fostering a strong corporate culture while promoting quality service delivery, cohesion in our diverse community and achieving the targeted goals. These will be realized by espousing the following values:

- a) *Excellence;*
- b) *Integrity and Professionalism;*
- c) *Equity;*
- d) *Teamwork;*
- e) *Creativity, Innovativeness and Environmental Sustainability.*

1.5 Motto

Jiddu Tajidu (Endeavour and Achieve)

1.6 Policy Statement

Technical University of Mombasa is committed to ensuring that the University respects and promotes a sustainable environment through adoption and implementation of a Corporate Social Investment Policy.

1.7 Legislative and Administrative Instruments

The following, but not limited to, legal instruments and Institutional Policies shall apply:

- a) The Constitution of Kenya, 2010;
- b) The Leadership and Integrity Act, 2012;
- c) The State Corporations Act, 2012;
- d) The Universities Act, 2012;
- e) The Mwongozo Code of Governance, 2015;
- f) Technical University of Mombasa Policies; and
- g) Applicable Government Circulars and Executive Orders.

1.8 Scope/Applicability

This Policy shall apply to the Council, Management, Staff, Students and Stakeholders.

1.9 Guiding Principles

This Policy is guided by the following principles:

- a) Transparency and Accountability in undertaking activities under CSI;
- b) Equity and Social Justice to enhance objectivity in undertaking activities under CSI;
- c) Creativity and innovativeness in addressing Stakeholder needs through CSI;
and
- d) Professionalism in efforts to enhance and improve Stakeholder relationships.

2.0 POLICY GOAL

The goal of this Policy is to ensure that the University implements strategies that are sustainable and promote a positive image of the Institution whilst improving society.

2.1 Policy Objectives

The following are the objectives of the Policy:

- a) To identify the activities that will be considered under the CSI Policy;
- b) To ensure that a sustainable and appropriate budget is allocated for CSI annually by the University;
- c) To ensure that the University is able to provide assistance when disasters and emergencies arise;
- d) To provide a strategy on corporate reputation and image through CSI; and
- e) To promote a positive image of the University.

3.0 GENERAL POLICY ON CSI

The University remains committed to undertaking annual CSI activities and ensuring that a sustainable and appropriate budget is allocated for the said activities.

The University will fulfil its commitment through the following strategies:

3.1 Education

The University commits to the following:

- a) Provision of paid internships to Students in various disciplines; fifty percent (50%) to TUM Students, thirty percent (30%) slots to the any Student both internationally and locally, and twenty percent (20%) slots to coastal Students;
- b) Conduct research on various thematic areas and disseminate such products of research freely for the consumption of the general public at no cost;
- c) Provide a work program for needy Students to raise money for their tuition; and
- d) Provision of scholarships to best performing TUM Students in efforts to further their studies at the University.

3.2 Environmental Conservation

The University commits to the following:

- a) Tree planting and donation of tree seedlings annually;
- b) Undertaking environmental clean-ups annually;
- c) Ensuring that beautification and landscaping of the University is prioritised;
- d) Adoption of the internationally established 3 Rs: Reduce, Reuse and Recycle;
- e) Reduction of printing and photocopying by adopting green based solutions through circulation of documents electronically; and
- f) Ensuring that waste collection points are colour coded as Green, Blue and Yellow colour. The Green-coloured dustbins for wet and biodegradable wastes. Blue - coloured dustbins for disposal of plastic wrappers and non-biodegradable wastes. Yellow- coloured dustbins for papers and glass bottles.

3.3 Innovation and Research

The University commits to the following:

- a) Ensuring that research undertaken at the University is geared towards alleviation of societal problems;
- b) Collaborating with research institutes to find solutions to current problems affecting the Society;
- c) Developing and patenting innovations that will be engineered towards making work easier; and
- d) Developing and innovating in response to disasters and emergencies.

3.4 Disaster Response

The University commits to:

- a) Responding to disasters which may befall the society from time to time. This may include but not limited to: fire, flooding, collapse of buildings and wide outbreak of communicable diseases;
- b) Partnership with disaster response organizations in such responses; and
- c) Contributing personnel, money or offer any other form of support to mitigate such disasters.

3.5 Social Engagements

The University commits to:

- a) Distribution of food and clothing to underprivileged members of the society; and
- b) Supporting sensitization campaigns of benefit to the Community.

4.0 BUDGET

The Council shall set aside at least two (2) percent of the operational expenses budget to support CSI activities based on availability of funds.

5.0 ROLES AND RESPONSIBILITIES

5.1 The Deputy Vice Chancellor (Administration, Finance and Planning)

The DVC (AFP) shall:

- a) Facilitate the development, overall implementation, and review of this Policy;
- b) Provide the necessary approvals on the CSI activities at the University in consultation with the Vice Chancellor; and
- c) Ensure that the University fulfils the commitments specified in the Policy.

5.2 The Senior Corporate Communications Officer

The Senior Corporate Communications Officer shall through the CCC:

- a) Ensure that the activities provided in the Policy are undertaken;
- b) Provide the budget estimates annually for CSI activities;
- c) Conduct sensitization of this Policy; and
- d) Report to the Management on the progress of implementing the Policy.

6.0 POLICY IMPLEMENTATION

The DVC (AFP) and the Senior Corporate Communications Officer through the CCC shall be responsible for the implementation of this Policy. The University Management and the Council shall be key in its monitoring and evaluation.

7.0 POLICY REVIEW

This Policy shall be reviewed after every three (3) years or when the need arises.

THIS POLICY IS EFFECTIVE FROM THIS 14TH DAY OF APRIL 2021

SIGNED..........

COUNCIL CHAIRPERSON



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